

## 025 - COUNTY COUNSEL

### Operational Summary

#### Mission:

To provide the highest quality legal advice and representation to the Board of Supervisors, elected and appointed County department heads, County agencies/departments and staff, Board-governed special districts, and the courts.

#### Strategic Goals:

- Provide highly competent legal advice to our clients on matters related to their public duties and responsibilities in the administration of the public's business, in accordance with high ethical and professional standards.
- Effectively prosecute and defend civil actions in which our clients are involved.
- Deliver all legal services to our clients as efficiently and economically as possible.

#### Key Outcome Measures:

Performance Measure	2001 Business Plan Results	2002 Business Plan Target	How are we doing?
<b>PERCENT OF AGENCIES RATING ADVISORY SUPPORT AS SATISFACTORY IN TERMS OF QUALITY &amp; RESPONSIVENESS.</b> <b>What:</b> Measurement of quality and effectiveness of services provided. <b>Why:</b> Client satisfaction is the primary measure of success for a service agency.	100% based on interviews with client agencies/departments.	Continue to be rated as good or better by 100% of client agencies in terms of quality and responsiveness.	Based on survey results and ongoing dialog with clients, County Counsel is doing well in the area of providing satisfactory advisory legal services in terms of timeliness, quality, and responsiveness.
<b>PERCENT OF WRITTEN OPINIONS CHALLENGED IN COURT OR ADMINISTRATIVE PROCEEDINGS.</b> <b>What:</b> Measurement of the quality of legal advice. <b>Why:</b> Provides measure of quality and effectiveness of services provided.	Two opinions challenged, one by the County Assessor.	Maintain at 5% or less.	County Counsel is doing very well in producing quality written opinions that stand up to the scrutiny of the marketplace.
<b>PERCENT OF CHALLENGED WRITTEN OPINIONS THAT ARE UPHELD.</b> <b>What:</b> Measurement of the quality of legal advice. <b>Why:</b> Provides measure of quality and effectiveness of services provided.	One opinion upheld; one overturned. (99.4% upheld)	Maintain 90% or better rate of success.	County Counsel is doing very well in producing quality written opinions that stand up to the scrutiny of the marketplace.

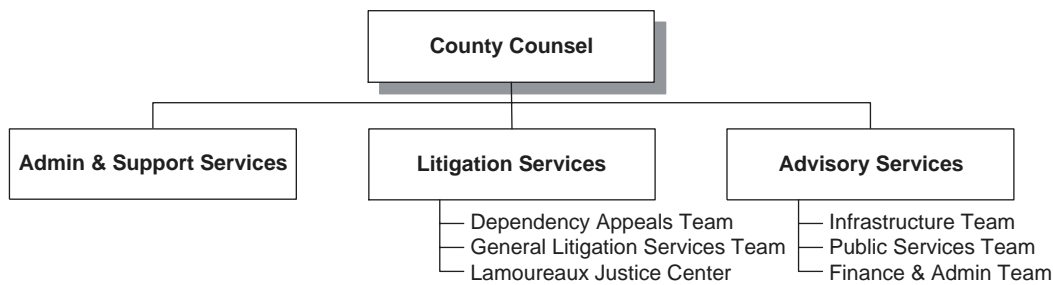
## Key Outcome Measures: (Continued)

Performance Measure	2001 Business Plan Results	2002 Business Plan Target	How are we doing?
<b>PERCENT OF AGENCIES RATING LITIGATION SUPPORT AS SATISFACTORY IN TERMS OF QUALITY &amp; RESPONSIVENESS.</b> <b>What:</b> Measurement of quality and effectiveness of services provided. <b>Why:</b> Client satisfaction is the primary measure of success for a service agency.	100% based on interviews with client agencies/ departments.	Continue to be rated as good or better by 100% of client agencies/ departments in terms of timeliness, quality, and responsiveness.	Based on survey results and ongoing dialog with clients, County Counsel is doing well in the area of providing satisfactory litigation services in terms of timeliness, quality, and responsiveness.
<b>PERCENT OF DEPENDENCY CASES UPHELD ON APPEAL.</b> <b>What:</b> Measurement of the quality of services provided by County Counsel. <b>Why:</b> Provides measure of quality and effectiveness of services provided.	Ninety percent of dependency cases were upheld on appeal.	Maintain 90% or better rate of success.	Very well.
<b>PERCENT OF MENTAL HEALTH CASES WON OR RESOLVED WITH APPROVAL OF CLIENT. (NEW IN 2002)</b> <b>What:</b> Measurement of the quality of services provided by County Counsel. <b>Why:</b> Measure of the quality of services provided by County Counsel.	Estimated to be 95-98%; data not formally collected until 2002.	Maintain 95% or better rate of success.	Very well.
<b>PERCENT OF GENERAL LITIGATION CASES WON OR RESOLVED WITH APPROVAL OF CLIENT. (NEW IN 2002)</b> <b>What:</b> Measurement of the quality of services provided by County Counsel. <b>Why:</b> Provides measure of quality and effectiveness of services provided.	Estimated to be 90-95%; data not formally collected until 2002.	Maintain 90% or better rate of success.	Very well.
<b>PERCENT OF CLIENT REQUESTS FOR LEGAL ADVICE RESPONDED TO WITHIN 30 DAYS.</b> <b>What:</b> Measurement of the timeliness and effectiveness of services provided. <b>Why:</b> Provides measure of quality and effectiveness of services provided.	"Thirty day inventory" is 45 requests, down from over 200 requests in 1998.	Maintain "thirty day inventory" at 25% of less.	Very well.
<b>PERCENT OF AGENCIES RATING ADVISORY &amp; LITIGATION SERVICES AS SATISFACTORY IN TERMS OF TIMELINESS.</b> <b>What:</b> Measurement of timeliness of services provided. <b>Why:</b> Client satisfaction is the primary measure of success for a service agency.	Based on survey, all agencies report satisfactory service.	Continue to be rated as satisfactory by 100% of client agencies in terms of timeliness.	Meeting our goal.

## Fiscal Year FY 2001-2002 Key Project Accomplishments:

- Imaged all court documents relating to County Bankruptcy resulting in convenience for research, reduced need for staff involvement, and concomitant space savings.
- Provided approximately 1,300 contact hours of legal training to Children's' Services social workers and managers.
- Obtained complete success in the appellate court in Musick Jail Expansion EIR litigation.
- Provided 200 hours of unprogrammed and unfunded legal services to the In Home Support Services Committee.

## Organizational Summary



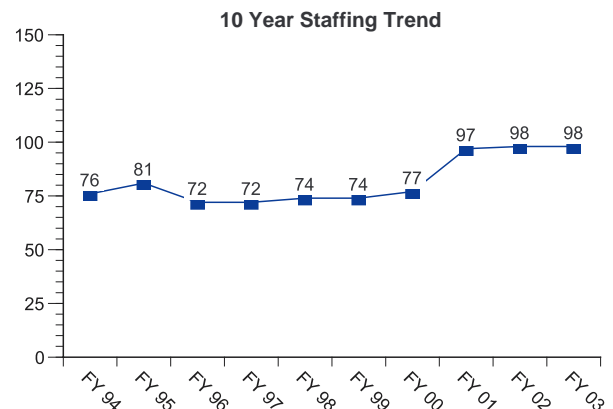
**COUNTY COUNSEL - EXECUTIVE** - Provides executive management oversight for department. Attends Board of Supervisors' meetings and provides legal services to the Board of Supervisors.

**ADVISORY SERVICES** - Provides legal advice to officers and employees of the County on matters relating to their duties and responsibilities in the administration of the public business. Drafts and reviews legal opinions, contracts, leases, licenses, permits, deeds and conveyances, franchises and city-County agreements, Ordinances, Resolutions, and bills for introduction in the Legislature. Attends meetings of the Board of Supervisors and other County boards and commissions.

**LITIGATION SERVICES** - Prosecutes and defends civil actions in which the County or Board-governed districts are involved such as eminent domain proceedings, tax cases, zoning matters, environmental and contract actions, damage suits, and election matters. Provides legal services to the Public Administrator/Public Guardian in conservatorship matters, legal services to the Social Services Agency in Juvenile Court matters concerning abused, abandoned, or neglected children, and legal services related to El Toro Reuse litigation.

**ADMINISTRATIVE SUPPORT** - Provides administrative, clerical, and general support for the County Counsel and the two other divisions. Responsible for secretarial support to the attorneys, law library support and resources, human resources functions, budget, records management, computer systems and network administration, accounting, safety, and purchasing.

### Ten Year Staffing Trend:



### Ten Year Staffing Trend Highlights:

- No new positions were added in FY 02/03.
- One position was added in FY 01/02 in response to client department request for additional service in the area of HCA special education and juvenile client issues.
- Twenty positions were added in FY 00/01 in response to client department requests for additional services in the areas of SSA/Juvenile Dependency and CSA/PA-PG LPS/Probate and for added El Toro litigation support.
- Five positions were added from FY 95/96 to FY 99/00 to meet increased service requests by client departments.

- Nine positions were deleted in FY 94/95 due to the bankruptcy.
- One position was deleted from FY 91/92 to FY 93/94. During this period the number of positions fluctuated from a high of 82 in FY 91/92 to a low of 76 in FY 93/94 in response to changing requests for services by client departments.

nizational performance measurement program (ROG), the attorney pay for performance program, and the employee pay for performance program (PIP). County Counsel will continue to use contractors in lieu of adding staff when cost effective.

### Changes Included in the Base Budget:

This department made internal reductions to come as close as possible to the 2002 Strategic Financial Plan Net County Cost (NCC) Target. The CEO reduced the department's proposed budget to meet the NCC target. The Board approved restoring the funding to allow the department to continue to operate at the current level of service. (See Approved Budget Augmentations and Related Performance Results below).

Base budget reflects increases for salaries and employee benefits; reallocation of staff from El Toro Reuse Project to meet increased legal service needs in the areas of planning, re-development, eminent domain, roads, juvenile dependency, and flood, in lieu of using more costly private attorney services. Proposed budget also includes funds to cover Airport System Master Plan aviation related litigation.

## Budget Summary

### Plan for Support of the County's Strategic Priorities:

County Counsel will continue to improve efficiencies, effectiveness, and economies within the department through expanded use of technology for communications, document review and production, and legal research. Staff will also continue to focus on successful implementation of the orga-

### Approved Budget Augmentations and Related Performance Results:

Unit/Amount	Description	Performance Plan	Ref. Num.
Continue Current Level of Service Amount:\$ 1,469,345	Fund increased retirement and employee benefit costs.	Continue to operate at current level of service.	025-001

### Final Budget and History:

Sources and Uses	FY 2000-2001 Actual Exp/Rev	FY 2001-2002 Final Budget	FY 2001-2002 Actual Exp/Rev <sup>(1)</sup>	FY 2002-2003 Final Budget	Change from FY 2001-2002 Actual	
					Amount	Percent
Total Positions	-	98	98	98	0	0.00
Total Revenues	1,235,553	2,885,919	2,002,126	3,207,165	1,205,038	60.19
Total Requirements	4,609,839	5,686,865	4,808,612	8,071,918	3,263,305	67.86
Net County Cost	3,374,286	2,800,946	2,806,486	4,864,753	2,058,266	73.34

(1) Amounts include prior year expenditures and exclude current year encumbrances. Therefore, the totals listed above may not match Total FY 2001-02 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: County Counsel in the Appendix on page 590.

### Highlights of Key Trends:

- Legal staff is allocated in response to the clients' increasing or decreasing caseloads, changes in legislation, and addition of programs. Current areas of

increasing workload, particularly litigation, include health care, juvenile dependency, mental health, probate, adult protective services, airport, property tax administration, environmental, and eminent domain.

### Budget Units Under Agency Control

No.	Agency Name	County Counsel - Executive	Advisory Services	Litigation Services	Administrative Support	Total
025	County Counsel	264,418	4,541,938	1,087,164	2,178,398	8,071,918
	Total	264,418	4,541,938	1,087,164	2,178,398	8,071,918